GENERAL SUPPORT CENTER - EUROPE

SUSPICIOUS MAIL ALERT TIPS

GENERAL SUPPORT CENTER - EUROPE

In light of the recent discovery of the deadly poison *Ricin*, in the United States, we need to continue practicing SECURITY AWARENESS.

- **HOW TO RECOGNIZE SUSPICIOUS PACKAGES AND MAIL**
- **KNOW WHAT PRECAUTIONS TO TAKE IF EXPOSED**
- **KNOW NOTIFICATION PROCEDURES**

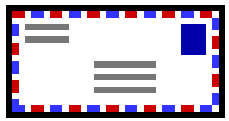
GENERAL SUPPORT CENTER - EUROPE

TYPES OF MAIL:

- FOREIGN
- PRIORITY
- SPECIAL DELIVERY

RESTRICTIVE MARKINGS:

- CONFIDENTIAL
- PERSONAL
- TO BE OPENED BY ADDRESSEE ONLY



GENERAL SUPPORT CENTER - EUROPE

SUSPICIOUS SIGNS OR MARKINGS

- SUSPICIOUS PACKAGE MARKED WITH “ANTHRAX” or “RICIN of BIO,” etc.,
- ENVELOPE WITH POWDER OR OIL ON SURFACE
- UNEXPLAINED ODORS (biter almonds, peach kernels, newly cut green grass)
- EXCESSIVE POSTAGE (USUALLY POSTAGE STAMPS)
- MISSPELLINGS OF COMMON WORDS
- FICTICIOUS ADDRESS OR NO RETURN ADDRESS
- POORLY TYPED OR HANDWRITTEN ADDRESS
- INCORRECT TITLES with NO NAMES
- EXCESSIVE OR UNEVEN WEIGHT DISTRIBUTION
- EXCESSIVE BINDING MATERIAL
- MASKING, ELECTRIC OR STRAPPING TAPE, STRING, TWINE
- NO RETURN ADDRESS
- UNEXPLAINED ODORS
- RIGID, LOPSIDED OR UNEVEN ENVELOPE
- PROTRUDING WIRES, SCREWS OR OTHER METAL PARTS
- POSTMARK DIFFERENT FROM RETUN ADRESS

GENERAL SUPPORT CENTER - EUROPE

THINGS TO DO IF YOU COME IN CONTACT WITH SUSPICIOUS PACKAGES WITH BIOLOGICAL AGENTS*.

- **STAY CALM**
- **DO NOT TOUCH, MOVE,** or **HANDLE** suspected item any further
- **LEAVE** your office. **CLOSE** door behind you.
- **INFORM** co-workers in room with you
- **TURN OFF** ventilation systems or fans
- **REPORT** incident to Military Police or Host Nation Polizei
- **NOTIFY supervisor of details of incident**
- **WASH** hands, arms and face with soapy water.
- If not available, use Handy Wipe, baby wipe or alcohol wipe.
- Save wipes for medical team; if water or wipes are unavailable, rinse face and hands with coffee or soft drinks.
- **WAIT** for help to arrive.

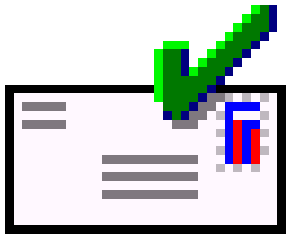
GENERAL SUPPORT CENTER - EUROPE

SUPERVISORS

If one of your personnel receives mail suspected of containing A biological agent/toxin, perform the following:

- STOP anyone from entering area where item is located
- SECURE room and have personnel perform steps in slides 8 & 9
- NOTE personnel who may have handled items.
- NOTIFY personnel to close all doors and windows and turn off vent syste
- CALMLY instruct everyone to EVACUATE building, shut BUT NOT LOCK outside doors, assemble upwind of the building.
- NOTIFY Military Police
- WAIT for help to arrive and further instructions.

GENERAL SUPPORT CENTER - EUROPE



PAYING ATTENTION TO ALL INCOMING DISTRIBUTION, MAIL and PACKAGES GOES A LONG WAY IN KEEPING YOU SAFE.